


4.14 Submit to IPA for Review

The Submit page is used to validate the data entered by the lender. Once a lender's submission data has been successfully validated, the lender can submit their data to the IPA for Review.



Lender Assessment Electronic Submission

U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

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[Reports](#)

Instructions:
 After you have completed entering your FDT, DCF, and Notes & Findings information, click the Submission Completeness Check pushbutton. If you

Partial Template Displayed

Submission Completeness Check

CERTIFICATION STATEMENT

This is to certify that to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDT, DCF, and Notes & Findings - is accurate and complete for the period described on data element lines G9000-010, G2000-020, and G2000-030. By selecting Submit, I declare that the foregoing is true and correct.

Line Item	Account Description	Total
200	Total Assets	\$0
600	Total Liabilities and Equity	\$0
700	Total Revenue	\$0
900	Total Expenses	\$0
1000	Net Income (Loss)	\$0
1240	Net Worth Required	\$50,000
1270	Adjusted Net Worth	\$0

Submit Financial Data

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Step 1: Read the Certification Statement.

Step 2: Verify that the Financial Information Summary is correct.

- If there are no errors, proceed to **Step 6**.
- If these Line Items are incorrect, click the Financial Data Template link and proceed to the appropriate page (Refer to **Section 4.4, Balance Sheet, Section 4.5, Operations & R.E., Section 4.6, Cash Flows, or Section 4.7, Net Worth** for information on using these pages).

Step 3: Edit the data as necessary.


Step 4: Click the [Submit](#) link at the top or bottom of the page.

Step 5: Repeat **Step 2**.



Note 1

Make sure you have finished entering your submission data on the Financial Data Template, Data Collection Form and Notes & Findings links before clicking the Submission Completeness Check pushbutton.


Step 6: Click the  pushbutton.



Note 2

Auditors with the Auditor Submitter role will only see the “**Submission Completeness Check**” button. They will need to contact their lender and have them click the “**Submit Financial Data**” button.

Step 7:

- If there are errors, an error message screen will appear with information concerning the errors that exist in the current data. Click the Back  Button on your Internet browser and correct the errors. Once the error has been corrected, repeat **Step 6**.
- If there are no errors, the following success message appears:



[Back to Submit](#)

Submission Completeness Check was successful!

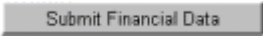
Your submission is ready for IPA Review. Please click the 'Back to Submit' link to return to the previous screen, and then click the 'Submit Financial Data' pushbutton to send the submission to your IPA.

If errors appear, navigate back to the appropriate page and fix the error, repeat **Step 72**.


Step 8:

Click [Back to Submit](#) link.

Step 9:

Click the  pushbutton.

Step 10: The system checks for errors prior to completing the submission process.

- If there are errors, an error message screen will appear with information concerning the errors that exist in the current data. Click the  Button on your Internet browser and correct the errors. Once the error has been corrected, repeat **Step 9**.
- If there are no errors, the following success message appears:



[Inbox](#)

Submission was successful!

Congratulations, your submission has successfully been submitted to your IPA for review. Please contact your IPA to ensure a prompt review of your submission. Once the IPA Agrees to your submission, return to your Inbox to send your submission to HUD.



Note 3

You should regularly check your Inbox to see if the IPA has Agreed to your submission data. Don't forget you have to reenter LASS to submit your submission to HUD once the IPA Agrees with your submission. For instructions, reference **Section 4.16, Submit to HUD for Review**.



Note 4

If your submission is in IPA Disagree status, refer to **Section 4.15, Resubmit to IPA for Review**.